

**SOLID WASTE COLLECTION AND DISPOSAL SERVICES
CONFERENCE AND SITE VISIT
MINUTES
October 25, 2013
SDR860-13-Q-0006**

Important Date:

Bids due November 5, 2013

- The meeting and site visit were held at the New Embassy Compound, inside the Solid Waste Collection Facility.
- Supervisory General Services Officer (S/GSO) Kristin Rockwood introduced the U.S. Government participants (Contracting Officer Grimstad, NEC Transition Coordinator Kamara and Procurement Agent Garcia). The S/GSO stated that the purpose of this meeting and the site visit is for bidders to view the location to understand the requirements outlined in the solicitation better. She informed the group that notes from the conference will be published on the Embassy Santo Domingo web site.
- The S/GSO handed out blank index cards and advised the participants about the procedure for asking questions:
 - Questions may be written on the blank cards and submitted.
 - Questions by email are due Monday, October 28, 2013 before 5:00pm.
 - All questions will be answered and all answers will be distributed to everyone via the Embassy internet site.
- The S/GSO advised the group that statements made at the conference do not change the solicitation.
- The S/GSO informed the participants that if in the future the Embassy needs to make changes to the solicitation that will be done in writing and the amendment will be posted on the Embassy internet site.
- The S/GSO advised that bid packages are due on Thursday, November 5, 2013 before 4:00pm.
- The S/GSO explained that there are two sites in addition to the NEC that are a part of the requirements outlined in the solicitation. These two sites are the CMR and DCMR, the description and location of which can be found in the solicitation.
- The S/GSO explained to the potential bidders that they were welcome to drive by the CMR and DCMR to view the locations and cautioned everyone that it is not permitted to take photos at any of the sites.

- Procurement Agent Garcia reiterated the deadline for submitting proposals and informed the participants that solicitation packages should be submitted at the entrance of the JAO Compound on Calle Cesar Nicolas Penson 85A.
- Mr. Garcia advised the participants that this is a firm fixed price contract and that all costs/charges should be included in the quotes.
- Mr. Garcia stated that only written questions will be answered as the intention is for all bidders to have access to the same information.